

DOCUMENT NAME: Blanket Purchase Agreement
DOCUMENT TYPE: 38

1. **Description:** A Blanket Purchase Agreement (BPA) is a simplified method of filling anticipated repetitive needs for supplies or services by establishing "charge accounts" with qualified sources of supply. BPA's differ from Fixed Price Agreements because supplies or services are required on a routine basis and demand is often difficult to predict. In other words, a unit can obtain services or supplies on an as needed basis at different times during the billing period whereas a normal Fixed Price Agreement provides for services or supplies on a specific basis. Use a BPA if it is not known when, how much or what supplies or services are required.

Note: When a unit establishes a BPA, it may be paid with Purchase Card or Convenience Check. If Convenience Checks are used, however, they incur a bank charge of 1.7% of the value of each check written (chargeable to the CG). Convenience Checks are therefore less preferable than Purchase Cards that incur no cost to the CG. With the Purchase Card, payment is processed to the vendor by the bank within 24 hours vice the monthly in arrears payment with Convenience Checks.

Ref: SAP-COMDTINST M4200.13F Chapter 7 Pages 21-25

2. **Primary Forms:** CG-5398 ,OF-347 or SF-1449, Order for Supplies or Services
 BPA, Blanket Purchase Agreement
3. **Related Forms:** DOT 4200.1, Procurement Request
4. **Document Number:** Standard Number - unit assigned

SAMPLE: 38-04-904FAB001

<u>Document Type</u>	<u>FY Funded</u>	<u>Procurement Site</u>	<u>FY Contract Originated</u>	<u>Region</u>	<u>Program Elements</u>	<u>Document Sequence</u>	<u>Suffix</u>
38	04	90	4	F	AB	001	Note

Note: See paragraphs 5 and 7.

5. **Accounting Line:** If multiple accounting lines are used on call sheets, change the letter to B for the second accounting line, C for the third, and D for the fourth, etc.

SAMPLE: 2/F/401/136/30/0/AB/12345/2674 A01
 2/F/401/136/30/0/AB/12346/2674 B01
 2/F/401/136/30/0/AB/12347/2674 C01

6. **FINCEN Critical Processing Requirements:**

- Issuing units should review invoicing procedures with the vendor to ensure compliance and avoid payment delays.
- Units must ensure the following information is provided on every completed CG-5398, OF-347 or SF-1449

- (1) Matching DTCG/HSCG and document numbers - blocks 3 and 4.
- (2) Unit name, address and phone number - blocks 5 and 6.